

Film Residency Certification Program

Dear Film Industry Taxpayer,

Taxation and Revenue Department, Audit & Compliance Division (TRD-ACD) is implementing a Film Residency Certification Card for New Mexico (NM) full-time residents to present to a production company when seeking employment.

To receive the card, you must provide the following documentation by mail, email, or in person, and TRD will review the submitted documentation and check the Department’s database for verification of residency.

The following documentation must to be presented by mail, email, or by appointment:

1. Declaration of Residency (DOR) form- completed (Form RPD-41271, can be found on the following TRD website).

<http://www.tax.newmexico.gov/Tax-Professionals/film-production-tax-credit.aspx>

2. **Clear copy of current NM driver’s license or ID.**

3. A copy of two forms of documentation listed on the DOR form. Documents cannot be from the same section.

For Example: Document one- Section “A.” Utility bill

Document two- Section “E.” Statement of account

- Please note: the documents listed on the DOR must not be more than **three months old**.
  - The supporting documents for the DOR must have the same name and physical address as it appears on the DOR and/or on current NM driver’s license.
4. If individual is a **minor or being claimed as a dependent**, parent(s)/guardian(s) information must be on the supporting documents for the DOR. Parent(s)/guardian(s) must have the same name and physical address as it appears on the DOR and/or on current NM driver’s license.
    - If a minor, a copy of his/her birth certificate and/or past port.
    - If the individual seeking employment has a NM driver’s license or ID, a clear copy must be included.

For Example:

Name (please print) Laura Baca – Daughter		Parents - Joe Baca & Julia Baca	
Resident’s Social Security Number (SSN); if a minor, include the SSN of the parent or guardian that the minor resides with. Laura’s 123-45-6789		Joe’s 234-65-7891 & Julia’s 253-58-4589	
Permanent Residence - physical address (P.O. boxes not accepted): 123 S. Central Ave NE (where the dependent lives)		Telephone Number (505) 877-1237	
City, State and ZIP Code Albuquerque, NM 87105			
Film Project Title NM Film Residency Card		Position Actor	



Susana Martinez  
Governor

John Monforte  
Acting Cabinet Secretary

After the submitted documentation is reviewed and residency is verified, the Film Residency Certification Card will be mailed to the individual listed on the DOR.

To request an appointment to bring documents into one of the TRD offices, or to email documents, please send an email or submit your documents as an attachment to [TRD-FilmCredit@state.nm.us](mailto:TRD-FilmCredit@state.nm.us). Appointments will be taken in both the Albuquerque and the Santa Fe offices.

The offices are located at:

TRD – Albuquerque Office  
5301 Central Ave NE, 14<sup>th</sup> Floor  
Albuquerque, NM

TRD - Santa Fe Office  
1200 S. St. Francis Dr.  
Santa Fe, NM

If you wish to mail the documents, please mail to the following address:

TRD – Albuquerque Office  
Attn: TRD Film Tax Credit Unit  
PO Box 8485, 14<sup>th</sup> Floor  
Albuquerque, NM 87198

Sincerely,

TRD Film Tax Credit Unit